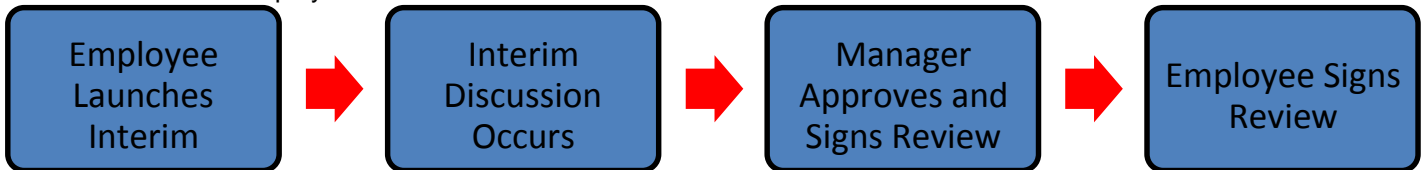


# INTERIM REVIEW TASK

Below is an example of the Interim Review Task workflow.

When completing your assigned task, look for the current fiscal year description: **FY 2016-2017 Interim Review (DPS-IR)**

Any progress, comments, and attachments should be updated **prior to** the employee launching the Interim Review Task. Policy does not require that an overall rating be assigned at the Interim Review. Some divisions may elect to assign a rating at the interim. If an overall rating or a rating to any of the goals and/or values is assigned and that rating is Exceeds Expectations (EE) or Does Not Meet Expectations (DNME), the Indirect Manager shall be consulted prior to the discussion with the employee



## STEP 1: EMPLOYEE LAUNCHES THE INTERIM

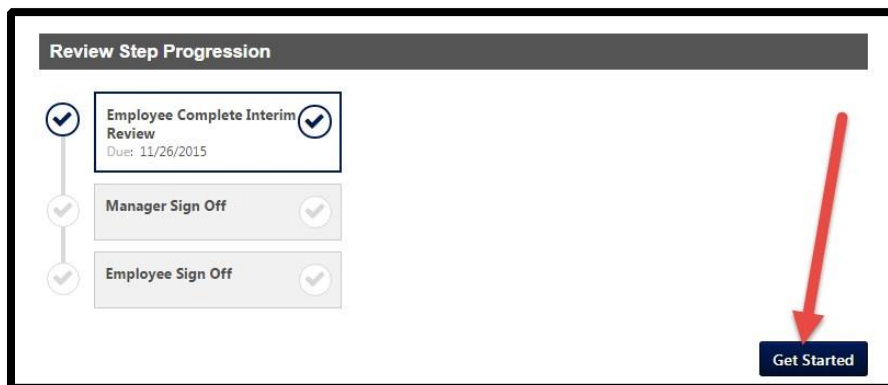
1. Click on **MY TASK LIST** from the homepage of the LMS/NCVIP



2. Click **COMPLETE YOUR INTERIM REVIEW**

| Title  | Description                 |
|--|-----------------------------|
|  Complete Your Interim Review | FY 2015-2016 Interim Review |

3. Click **GET STARTED**



4. Here you will be able to view any progress that was updated prior to the launch of the interim review. Select **MORE** (red arrow) to expand the tasks.

**Interim Review of Goals**

In preparation for the Interim Review discussion, review and update your goals, including your progress on the tasks associated with each goal. If necessary, revise your Performance Plan by modifying goal weights and/or adding additional goals, not to exceed a total of five goals. You can also add comments and attachments to document progress on your goals.

DPS4>SHP>TROOPER>Job Knowledge

Job Knowledge: Extent to which member displays a high level of effort and commitment to producing quality and quantity of work, operating effectively within the organizational structure/policy while demonstrating appropriate job knowledge in support of the mission/objectives of the Patrol.

Ensuring reports submitted are complete and accurate with less than three errors per report. Keeping abreast of... **More**

Progress: 20%

Status: On Track

Start Date: 7/1/2015

Due Date: 6/30/2016

more...

Add Goals

Cancel Goal

5. Scroll down and select **SAVE AND CONTINUE**

Progress: 22%

Status: On Track

Start Date: 7/1/2015

Due Date: 6/30/2016

more...

Cancel Goal

Back Save and Exit **Save and Continue**

6. You are now on the Values portion of the interim review. You can enter comments regarding your demonstration of the values in the comments box.

**Interim Review of Organizational Values**

In preparation for the Interim Review, document any comments and/or concerns you have related to your demonstration of the core and agency-specific organizational values in your Performance Plan so you can discuss them with your manager/supervisor during the Interim Review.

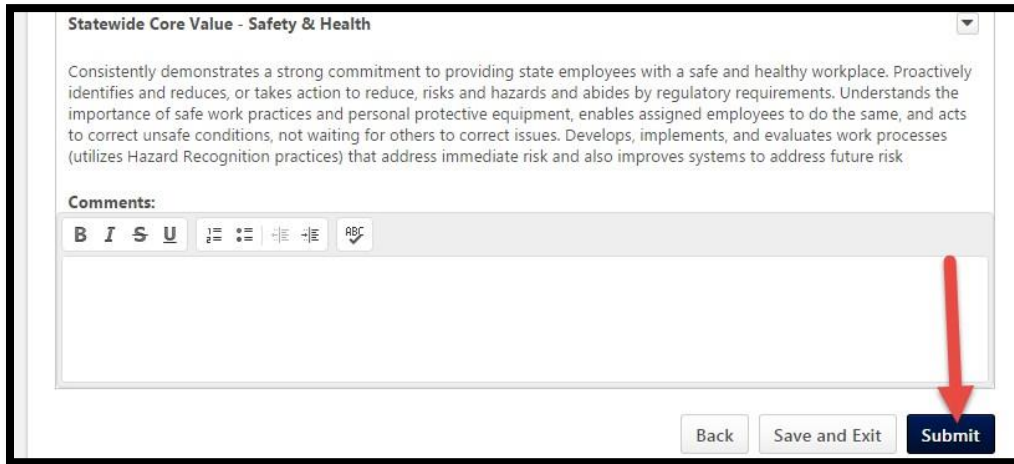
Accountability

Accepts full responsibility for oneself and for one's contribution as a team member; displays honesty and truthfulness; confronts problems quickly; displays a strong commitment to organizational success and inspires others to commit to goals; demonstrates a commitment to delivering on his/her public duty and presenting oneself as a credible representative of the agency and state, to maintain the public's trust.

Comments:

B I S U [Icons]

Scroll to the bottom and select **SUBMIT**.



Statewide Core Value - Safety & Health

Consistently demonstrates a strong commitment to providing state employees with a safe and healthy workplace. Proactively identifies and reduces, or takes action to reduce, risks and hazards and abides by regulatory requirements. Understands the importance of safe work practices and personal protective equipment, enables assigned employees to do the same, and acts to correct unsafe conditions, not waiting for others to correct issues. Develops, implements, and evaluates work processes (utilizes Hazard Recognition practices) that address immediate risk and also improves systems to address future risk

Comments:

**B I S U** [List Bulleted] [List Numbered] [List Indented] [List Nested] ABC

Back Save and Exit **Submit**

You will then be prompted to hit **SUBMIT** again.

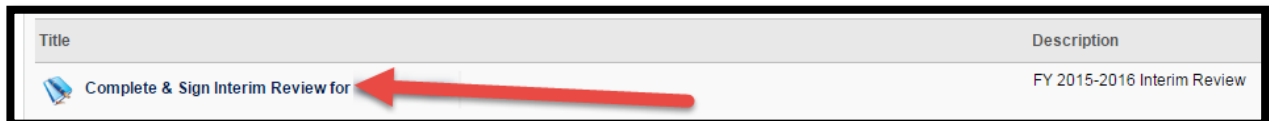
The interim review has now gone to the manager for review and comment.


### **DISCUSSION WITH THE EMPLOYEE MUST OCCUR BEFORE THIS STEP**

**Note:** Comments and attachments that were entered prior to the Interim will not be visible within the Interim Task itself. In order to view comments and attachments you must view them through **PERFORMANCE > GOALS > TEAM GOALS** in NCVIP. Once completed, comments will be visible on the pdf of the Interim Review.

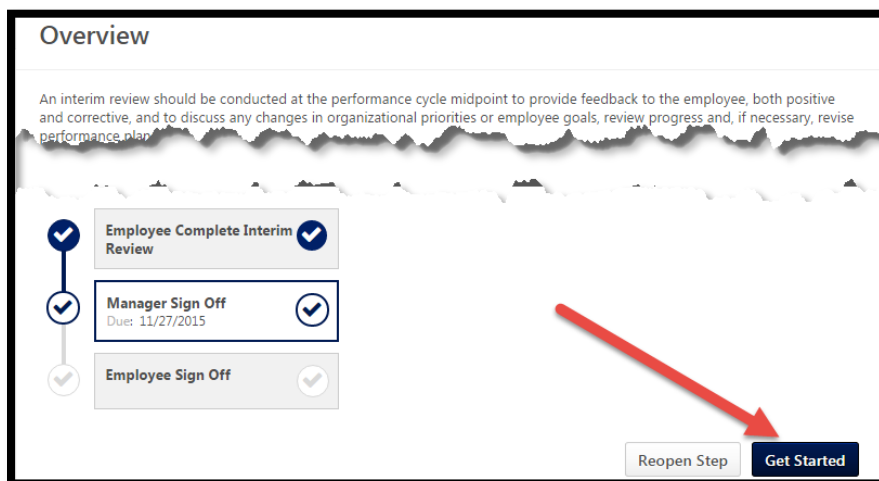
## **STEP 2: MANAGER REVIEW AND APPROVAL**

7. Upon clicking the **MY TASK LIST** from the LMS/NCVIP homepage, select the employee you are completing an interim review for.



| Title  | Description                 |
|--|-----------------------------|
|  Complete & Sign Interim Review for | FY 2015-2016 Interim Review |

8. Click **GET STARTED**



Overview

An interim review should be conducted at the performance cycle midpoint to provide feedback to the employee, both positive and corrective, and to discuss any changes in organizational priorities or employee goals, review progress and, if necessary, revise performance plan.

☒ Employee Complete Interim Review ☒

☒ Manager Sign Off ☒  
Due: 11/27/2015

☒ Employee Sign Off ☒

Reopen Step **Get Started**

9. Review the goals/tasks of the employee. Notice that attachments can be added to the interim review by selecting the dropdown under Options.

DPS FY 2015-2016 Interim Review

Options ▾

- Attachments
- Employee Details
- Print Review

0%

**DON'T TOUCH**

Add Goals

In preparation for the Interim Review discussion, review and update your goals, including your progress on the tasks associated with each goal. If necessary, revise your Performance Plan by modifying goal weights and/or adding additional goals, not to exceed a total of five goals. You can also add comments and attachments to document progress on your goals.

DPS4>SHP>TROOPER>Job Knowledge

Job Knowledge: Extent to which member displays a high level of effort and commitment to producing quality and quantity of work, operating effectively within the organizational structure/policy while demonstrating appropriate job knowledge in support of the mission/objectives of the Patrol.

Ensuring reports submitted are complete and accurate with less than three errors per report. Keeping abreast of... **More**

Progress: 20%

Status: On Track

Start Date: 7/1/2015

Due Date: 6/30/2016

more...

**DON'T TOUCH**

Cancel Goal

10. Scroll down after reviewing and select **SAVE AND CONTINUE**.

Professional Relations: Extent to which member initiates, establishes, and maintains professional Coordinating with internal/external partners on projects and special emphasis programs ensuring goals are met monthly.

Progress: 22%

Status: On Track

Start Date: 7/1/2015

Due Date: 6/30/2016

more...

Cancel Goal

Back Save and Exit **Save and Continue**

11. You can now provide feedback on the employee's demonstration of Values.

**Statewide Core Value - Safety & Health**

Consistently demonstrates a strong commitment to providing state employees with a safe and healthy workplace. Proactively identifies and reduces, or takes action to reduce, risks and hazards and abides by regulatory requirements. Understands the importance of safe work practices and personal protective equipment, enables assigned employees to do the same, and acts to correct unsafe conditions, not waiting for others to correct issues. Develops, implements, and evaluates work processes (utilizes Hazard Recognition practices) that address immediate risk and also improves systems to address future risk

**Comments:**

**B I S U** [List Bulleted] [List Numbered] [List None] [List All] ABC

Enter feedback here

Back Save and Exit **Save and Continue**

Then scroll down and select **SAVE AND CONTINUE**.

12. You will then complete the overall interim feedback summary (1). Then complete manager signoff by checking the acknowledgment (2), click the SIGN button (3), then click SUBMIT (4).

**Sign Off Section**

**Electronic Signature Agreement:**

By clicking the acknowledge checkbox and the "Sign" button, you are signing this electronically, as your name appears in the BEACON system. You also agree that you have had an opportunity to review the entire document before clicking the acknowledge checkbox and the "Sign" button. You agree your electronic signature is the legal equivalent of your manual signature. You also agree that no certification authority or other third party verification is necessary to validate your Electronic Signature and that the lack of such certification or third party verification will not in any way affect the enforceability of your Electronic Signature. You agree and understand that this electronic document may be used similar to the ways in which paper documents are used.

Self  
Pending Signature  
Manager

☐ I acknowledge that providing my electronic approval is equivalent to signing this document and I understand that my electronic signature is binding.

**Sign**

**B I S U** [List Bulleted] [List Numbered] [List None] [List All] ABC

1

Back Save and Exit **Submit**

4

You will then be prompted to hit **SUBMIT** again.



### STEP 3: EMPLOYEE SIGNOFF

13. The employee will launch their workplan just as they did in Steps 1-6. The employee will be able to view feedback provided by the manager. Click **SAVE AND CONTINUE**.

Statewide Core Value - Safety & Health

Consistently demonstrates a strong commitment to providing state employees with a safe and healthy workplace. Proactively identifies and reduces, or takes action to reduce, risks and hazards. Understands the importance of safe work practices and personal protective equipment. Ensures employees to do the same, and acts to correct unsafe conditions, not waiting for others to correct issues, and evaluates work processes (utilizes Hazard Recognition practices) that address immediate risk and also implements systems to address future risk.

(Manager) Review: DPS FY 2015-2016 Interim Review Time: 11/17/2015 8:57 AM  
David meets expectations in all areas of safety and health.

Back Save and Exit **Save and Continue**

14. On the final page of the Interim Review, the employee will be able to review the overall summary comments entered by the manager and complete the signoff by checking the acknowledgment (1), clicking the SIGN button (2), and clicking SUBMIT (3).

Sign Off Section

**Electronic Signature Agreement:**  
By clicking the acknowledge checkbox and the "Sign" button, you are signing this electronically, as your name appears in the BEACON system. You also agree that you have had an opportunity to review the entire document before clicking the acknowledge button.

I acknowledge that providing my electronic approval is equivalent to signing this document and I understand that my electronic signature is binding.

Manager  
Date: 11/17/2015

Employee may enter response/comments

(Manager) Review: DPS FY 2015-2016 Interim Review Time: 11/17/2015 8:58 AM  
David meets expectations in all areas of his workplan. Keep up the good work.

Back Save and Exit **Submit**

You will be prompted to confirm submission by selecting **SUBMIT**.

The interim is now complete. The completed review can be found by going to **PERFORMANCE > PERFORMANCE PLANS > MY PERSONAL REVIEWS**

Home Learning Leadership Training Performance

Hello, Isaac, let's get started.

Goals Performance Plans

Performance Reviews

My Assigned Reviews My Personal Reviews

Review

DPS FY 2015 - 2016 Performance Plan